

**UNIVERSITY OF HAWAI'I
NOTICE OF EXEMPTION FROM CHAPTER 103D, HRS**

The President, University of Hawai'i, is in the process of reviewing the request from (Department/Campus) Waikiki Aquarium for exemption from Chapter 103D, HRS, for the following goods, services, or construction:

Video production services to capture images in a digital format to create a virtual tour for use on the Waikiki Aquarium website and for creation of virtual postcards.

Vendor:
(If known)
Address:

Term of Contract: (If known) From: ----- To: ----- Cost: \$0

Direct any inquiries to: Department: Waikiki Aquarium Contact Name/Title: Karen Quinn, Administrative Assistant Address: 2777 Kalakaua Avenue, Honolulu, HI 96815	Phone Number: 440-9017 Fax Number: 923-1771
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Date Posted: November 5, 2009

Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven (7) calendar days from the date posted to:

Office of Procurement and Real Property Management
1400 Lower Campus Road, Room 15
Honolulu, Hawai'i 96822

OPRPM Form 138
(Rev.01/2009)

RECEIVED
UNIVERSITY OF HAWAII
OPRPM

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS

2009 NOV -4 P 12: 16

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: Waikiki Aquarium

(Department/Program)

Pursuant to APM Section A8.220, the Department requests a procurement exemption to purchase the following:

Description of goods, services, or construction:

see attached

Estimated Cost: \$ 0.00

(1) Explanation describing how procurement by standard competitive means is either not practicable or not advantageous to the University;

see attached

(2) Details of the process or procedures to be followed in selecting the vendor to ensure as fair and open competition as practicable;

see attached

(Attach Additional Sheets if Necessary)

(3) A description of the Department's internal controls and approval requirements for the exempted procurement; and
see attached

(4) A list of Department personnel, by position title, who will be involved in the approval process and administration of the contract:
see attached

Direct questions to: Karen Quinn Phone: 440-9017

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.

Andrew Rossiter, Director

Andrew Rossiter 2nd Nov. 2009
Signature Date

Full Name of Principal Investigator, Department Head, or Administrator

Deanna M. Lee

Deanna M. Lee 11/02/09
Signature Date

Full Name of Fiscal Officer

APPROVED:

Virginia S. Hinshaw

Virginia S. Hinshaw 11-2-09
Signature Date

Full Name of Vice President or Chancellor

FOR OPRPM USE ONLY

OPRPM COMMENTS:

Recommends Approval.

APPROVED DENIED

Cynthia Jensen
for PRESIDENT, UNIVERSITY OF HAWAII

11.24.09
DATE

Request for exemption from Chapter 103D, HRS

Description of goods, services or construction:

Video production services to capture images in a digital format that will be used to create a virtual tour postcard of the Aquarium to be distributed at the Waikiki Aquarium gift shop. Portions of the virtual tour will also be used on the Waikiki Aquarium website for marketing and community outreach. This project will be done at no cost to the Aquarium.

Explanation describing how procurement by standard competitive means is either not practicable or not advantageous to the University:

Because of the artistic and creative elements involved in video production services, the acquisition of such services through a standard competitive procurement is neither practicable nor advantageous to the University of Hawaii. The goal of this video project is to produce a virtual tour of the Aquarium that will provide an accurate and educational rendition of a visit to the Aquarium's galleries and exhibits. The sales of this virtual postcard DVDs will greatly depend on the skills of the video producer using specialized equipment to capture and produce a product that will precisely, and in sharp focus with content-specific exhibitry, reflect the Aquarium's exhibits and live animal collection through the use of various camera shots, video, graphics, lighting, and sound. There is a need to have input into every aspect of producing the video and have the flexibility to make changes throughout the process. This can only be done by a series of in-depth interviews and meetings with a video producer throughout the filming and editing process. Providing specifications for this project and going through a competitive procurement process is not feasible.

Details of the process or procedures to be followed in selecting the vendor to ensure as fair and open competition as practicable:

An evaluation panel consisting of a representative from each of the Waikiki Aquarium Departments: Education, IT, Administrative, and Live Exhibits, will evaluate virtual tour presentations and make a recommendation to the Waikiki Aquarium Director. The evaluation will be based on how well each video producer proposes the strongest combination of camera techniques, graphics, lighting, and sound. Upon acceptance of the recommendation by the Director, the administrative representative will work in concert with UH legal to negotiate the terms & conditions of an agreement with the video producer.

A description of the Department's internal controls and approval requirements for the exempted procurement:

The evaluation panel will consist of a representative from each of the Waikiki Aquarium Departments: Education, IT, Administrative, and Live Exhibits. The panel will make a recommendation to the Waikiki Director for final approval.

A list of the Departmental personnel, by position title, who will be involved in the approval process and administration of the contract:

Andrew Rossiter, Director
Karen Quinn, Administrative Assistant